THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DOT10110812		DATE POSTED:	09/28/15
POSITION NO:	242834		CLOSING DATE:	10/09/15
POSITION TITLE:		Computer Operations Manager		
DEPARTMENT NAME / WORKSITE:		NDOT/Executive Office/Tse Bonito, NM		

WORK DAYS:	Mon - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB68A
WORK HOURS:	8:00 am - 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 56,721.60	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 27.27	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Provide supervision and oversight of the Division Information Technology section and IT personnel. Administers, researchs, coordinates the development of IT infrastruture and maintaining the efficiency and operating stability. Insures the security of the NDOT network systems. Supervise, coordinate, develop and research ways to bridge gap between the non-technical and the technical team. Studies and monitors the latest developments in networking, computing and multi-platform communication technologies. Evaluate new operating systems and software techniques and methods to improve the systems' reliability and performance, determine if they will be useful within NDOT IT Section. Monitor product licensing information and product upgrades. Assists Executive Administration in department budget preparations. Coordinates partnership between NDOT and vendors and/or consultants. Maintains contact with vendors. Assists with computer network, troubleshoot server, configure NDOT database. Assists with installation of software and configure email set-up on workstation PC and all sources of IT operating equipment. Provides training for all NDOT employees on safe and proper use of IT equipment.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

● Bachelor Degree in Computer Science or related field, and four (4) years of progressively responsible experience in computer operating systems and layered programs.

Preferred Qualifications:

● Master's degree in Computer Science, Information Systems Management or Engineering.
● Two (2) years of experience in LAN and server management.
● Two (2) years of supervisory experience.
● Proficient in Microsoft Office software and other computer applications.

Special Requirements:

● A favorable background investigation is required.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge in computer software and hardware used in Nation operations. Knowledge in technical journals and software/hardware manuals for installation and maintenance of computer systems. Knowledge of computer programs and system analysis methods and techniques. Knowledge of federal, state and Navajo Nation laws, rules, regulations, ordinances, policies and procedures related to telecommunications and computer systems. Knowedge of management and administrative practices and procedures. Knowledge of computer hardware and software systems maintenance, troubleshooting and repair. Skill in organizing, supervisng and reviewing the work of technical staff. Skill in prioritizing, scheduling, assigning, reviewing and evaluating work. Skill in troubleshooting and resolving computer operating sytem issues. Skill in researching information related to the technical resolution of computer operating sytems. Skill in utilizing effective verbal and written communication in preparing reports and instructing end users. Skill in utilizing customer service techniques in responding to inquiries and compliants. Skill in establishing and maintaining effective working relationships.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.